

Kean University

## Kean Digital Learning Commons

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Evidence Inventory

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2020

### Teaching Assignment Application for Staff/Manager

Division of Academic Affairs

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# KEAN

## Teaching Assignment Application for Staff/Manager

### Employee's Information:

Name: \_\_\_\_\_ Kean ID: \_\_\_\_\_  
Department: \_\_\_\_\_ Extension: \_\_\_\_\_  
Work Hours: \_\_\_\_\_ Email: \_\_\_\_\_  
Semester: \_\_\_\_\_ Course Credits: \_\_\_\_\_

List of Course(s) and Meeting Days/Times ( *Do not submit without meeting days/times*):

Course	Meeting Days	Times

My signature confirms that I have read, do fully understand and am agreeing to adhere to the above guidelines. Additionally, I have attached my current resume/CV and most recent SIRII evaluations, if applicable.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature confirms that this employee is in good standing, and the above teaching does not conflict with the employee's primary job responsibilities.

Supervisor/Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division VP's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved

☐ Denied

\_\_\_\_\_  
Signature: Provost and Vice President for Academic Affairs

Date: \_\_\_\_\_